

# Proctorio Lock Down Settings Guide

## Proctorio Exam Settings

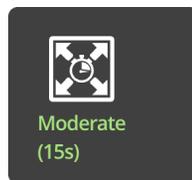
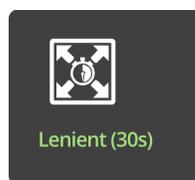
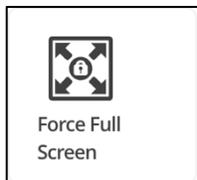
### Recording Options:

Ignore these settings if you desire to just lock down students' computers and do not want any screen or room recordings.

### Lock Down Options:

In this section each Lock Down setting is described including the Office of Teaching & Learning (OTL) recommendation where applicable.

### Force Full Screen

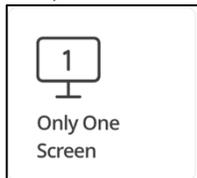


The exam will open in full-screen mode and is a standard Lock Down Setting. Forcing full screen will not let the test taker leave the exam to use other websites or programs.

You will be given three options to choose from when the student is kicked out of the exam if trying to access another screen. **OTL recommends the Moderate setting.**

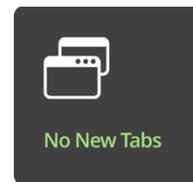
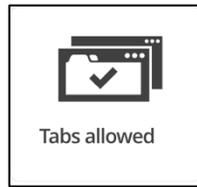
- **Lenient (30 seconds)** - Allows test takers to be out of Full Screen for 30 seconds before being kicked out of the exam. The test takers will be able to see a black screen with a notification that they should get back into the exam.
- **\*Moderate (15 seconds)** - Allows test takers to be out of Full Screen for 15 seconds before being kicked out of the exam. The test takers will be able to see a black screen with a notification that they should get back into the exam.
- **Severe (immediate)** - Test takers are immediately kicked out of the exam upon exiting Full Screen.

### Only One Screen



Test takers will have to unplug any other monitors prior to starting their exam. This ensures that there are no notes or websites on another monitor during the exam. This setting is automatically enabled when **Force Full Screen** is chosen.

## Disable New Tabs



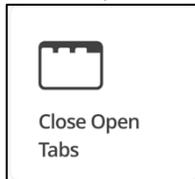
Test takers will be prohibited from visiting external websites during the exam, where they could potentially get answers to exam questions or collaborate with other test takers. **New Tabs** are automatically disabled if **Force Full Screen** is chosen.

However, it does not mean that the test taker cannot access other website content. **If tabs are open before the exam begins, the test taker will be able to see them.** The test taker cannot access websites during the exam or see the previously open tabs when paired with the **Close Open Tabs** setting.

You will have three options depending on the needs of your exam. **Force Full Screen** will be disabled if any of these three options are chosen.

- **Tabs Allowed** (Disable New Tabs option disabled): Test takers are permitted to open additional tabs within the Chrome browser.
- **No New Tabs**: Test takers cannot open additional tabs within the supported browser.
- **In Quiz Links Only**: Test takers can access links provided by the instructor within the quiz.

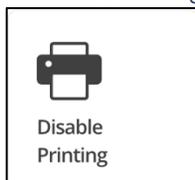
## Close Open Tabs



This ensures there are no open tabs prior to starting the exam. This option will force test takers to close any other websites they may have open, such as videos or course lectures. **Close Open Tabs** are automatically disabled if **Force Full Screen** is chosen.

When paired with **Disable New Tabs**, the test taker cannot visit other websites during the exam.

## Disable Printing



Printing and taking screenshots will not be allowed during the exam attempt. This will ensure that the exam questions are not distributed physically or online.

When paired with **Disable Right Click**, **Disable Clipboard**, and **Clear Cache settings**, your exam is secure and cannot be shared with other test takers.

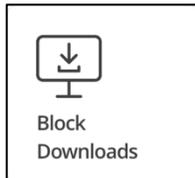
#### Disable Clipboard



Test takers will be unable to copy and paste during the exam attempt, which ensures that exam content is not lifted from the exam window or inserted into the exam window.

When paired with **Disable Right Click**, **Disable Printing**, and **Clear Cache settings**, your exam is secure and cannot be shared with other test takers.

#### Block Downloads

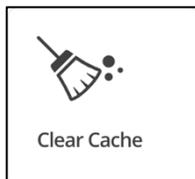


The **Block Downloads** feature will prevent test takers from downloading anything during the exam, including the exam itself and files from websites or external sources.

If the test taker attempts to download anything, Proctorio will prevent the download from occurring and warn the test taker that the exam attempt has been suspended.

When the exam attempt is over, the Proctorio Gradebook will flag the exam attempt for a suspicious ending, and Proctorio will alert you that the exam attempt ended when the test taker attempted to download from the quiz page.

#### Clear Cache



All traces of the exam will be automatically removed from the test taker's device after the exam has been completed.

### Disable Right Click



Test takers will be prevented from using right-click functionalities. This will prevent test takers from accessing copy/paste, printing, and other functionalities during the exam.

**OTL does not recommend this setting** as it conflicts with students using accessibility tools such as ...**(ask Bert)**

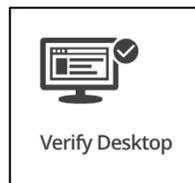
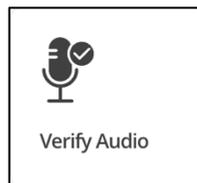
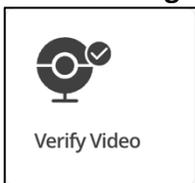
### Prevent Re-entry



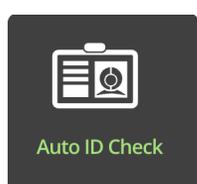
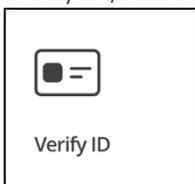
This option will ensure that test takers complete the exam in a single sitting and doesn't allow for any kind of breaks. This setting can be used for high-stakes exams. **OTL does not recommend** this setting to allow students re-entry into the exam if there was a glitch in their internet or power stability.

### Verification Options

These options are used for screen and video recording verifications and are **not needed** for **Lock Down Settings** only.



### Verify ID/Auto ID Check



Enabling the Verify ID setting will require the test taker to hold their ID card to the camera during the exam pre-checks and take a photo of it. The ID image will be available for review within the Proctorio Gradebook.

Proctorio will automatically flag IDs that are blurry, damaged, or of an unrecognized format. These IDs will be shown with a red ID icon.

**OTL recommends enabling this option** as it fulfills the accreditation requirement 2.G.7.

*The institution maintains an effective identity verification process for students, including those enrolled in distance education courses and programs, to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed.*